

# Hours Not Worked Zoo

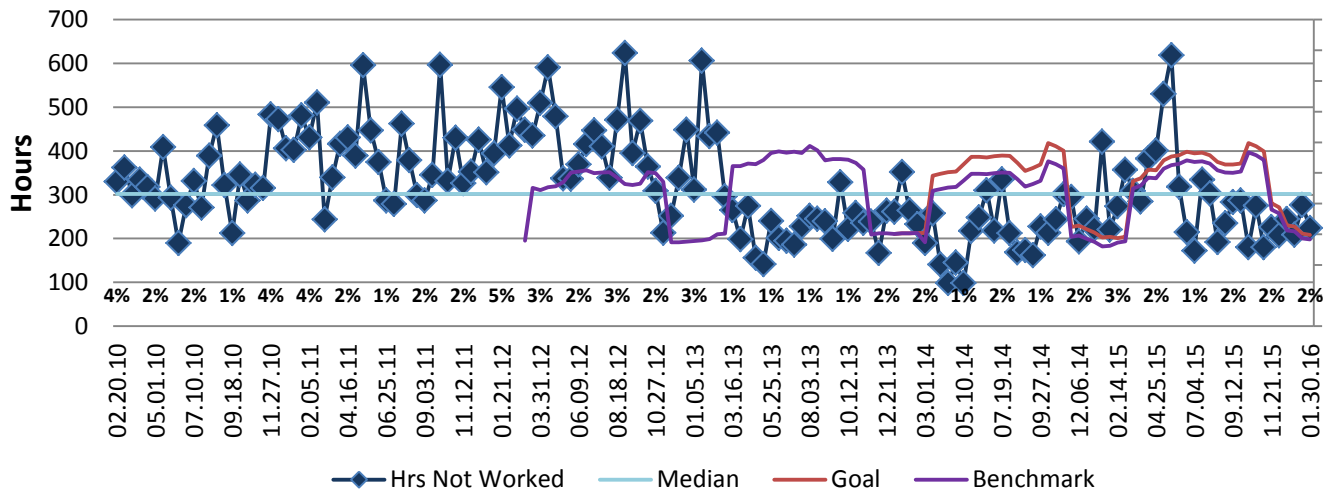
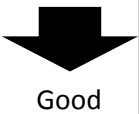


KPI Owner: Cathy Bowling

Process: Time & Attendance

Baseline, Goal, & Benchmark		Source Summary	Continuous Improvement Summary		
Baseline: CY 2013, 6,500 Hours Goal: Reduce Hours Not Worked to No More than 2% of Total Hours by end of FY 16.  Benchmark: Local Government Rate of 1.9%		Data Source: Payable Time PeopleSoft  Goal Source: Scope Summary  Benchmark Source: Bureau Labor Statistics	Plan-Do-Check-Act Step 8: Monitor and diagnose  Measurement Method: Total # of hrs per month employees were not at work performing normal job functions (excludes vacations & holidays), rate calculated by dividing by total standard hours  Why Measure: Better understand culture impact on employee attendance  Next Improvement Step: TBD		
How Are We Doing?					
02.01.15-01.30.16 12 Month Goal	02.01.15-01.30.16 12 Month Actual		01.17.16-01.30.16 Goal	01.17.16-01.30.16 Actual	
8,665	7,522		208	224	
Hours	Hours		Hours	Hours	

## Hours Not Worked



## 02.01.15-01.30.16 Pareto Analysis

